

Department of Aging

Older Adult Daily Living Centers Change of Ownership Checklist

The following list includes the information that must be submitted in the event ownership of the center changes.

- Application for License (AGL 02)** submitted prior to confirming the bill of sale, per §11.270, at least 60 days in advance of the change.
- Application Fee** made payable to the Commonwealth of Pennsylvania. Fee amounts are cited in §11.252.
- Bill of Sale** or other written verification confirming the transaction.
- Verification of For-Profit or Non-Profit Status** If the legal entity is for-profit and wishes to name the center something other than the owner's or corporation's name, a copy of the Department of State's **approved** fictitious name document must be submitted. The [Registration of Fictitious Name](#) and [Amendment of Fictitious Name applications](#) are available on the Department of State website.
If the legal entity is non-profit, a copy of the Department of Treasury's approval letter of non-profit § 501(c)(3) status must be included.
- Articles of Incorporation**
- Personal and Professional Liability Insurance** – for new center owner.
- Criminal History Background Check (as required per the Older Adult Protective Services Act)** – State police background check for new owner(s) is required. In addition, if the new owner(s) have not been a resident of PA for the last 2 years, an FBI background check is required.

IMPORTANT: This checklist is a general guideline. The Department may ask for additional information.